

LEGEND			
TUT	Tutorials	ART	Artwork/Illustration (Creation/Manipulation)
RE	Reading/Reviewing/Researching	IMG	Image/Photo (Acquisition/Color Correction/Manipulation)
T	Thumbnails	COP	Copywriting/Proofing
R	Roughs	REV	Revisions/Corrections
C	Comprehensives	KB	Keyboarding/Typing Practice
M	Mechanicals/Preflight/File Prep	LE	Lecture/Learning/Demos

Job # _____

Designer _____

Deadline _____

	MON	TUE	WED	THU	FRI	SAT	SUN	
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								IN-CLASS HRS
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								= TOTAL HRS